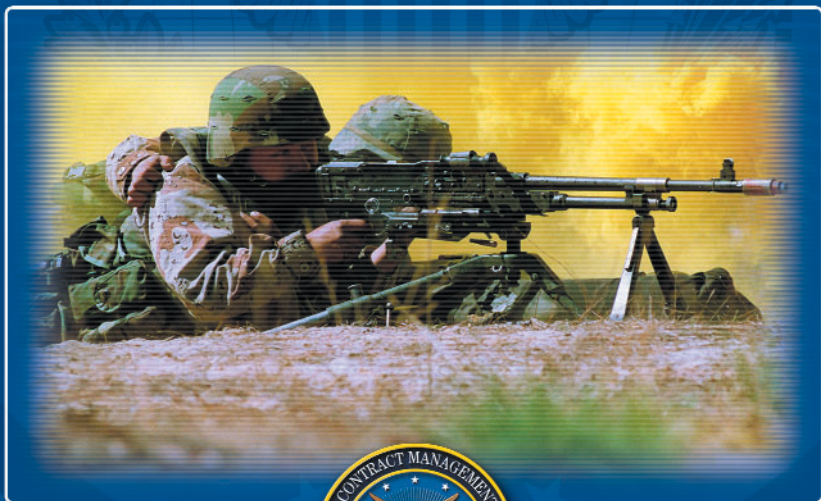


ABOUT THE DEFENSE CONTRACT MANAGEMENT AGENCY



DCMA - Your Indispensable Acquisition Partner

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The Defense Contract Management Agency (DCMA) is a Department of Defense combat support agency ensuring the integrity of the contractual process and providing a broad range of acquisition management services for America's warriors. Our team of professionals ensures federal acquisition programs, supplies and services meet performance requirements and are delivered on time and within cost limits. Managing 360,000 prime contracts with current work valued at \$900 billion, DCMA directly contributes to United States military readiness and the preservation of the nation's freedom.

Headquartered in Northern Virginia, DCMA is organized into three Districts - East, West, and International - that oversee 67 Contract Management Offices responsible for the work performed at over 900 operating locations worldwide.

Approximately 10,000 civilian and military professionals in plants throughout the United States and in 26 countries around the world carry out DCMA's mission : Provide customer focused acquisition support and contract management services to ensure warfighter readiness 24/7 worldwide.

DCMA's professional staff serve as information brokers for military buying agencies throughout the acquisition life cycle. The DCMA team interacts on a daily basis with customers to ensure the services provided meet the customers' needs.

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Before the award

DCMA provides pre-contractual advice to customers to help them construct sound solicitations, identify potential performance risks, select capable contractors, and write contracts that can be effectively administered.



After the award

DCMA assesses the contractors' business and technical systems to ensure their products, costs, and schedules comply with the terms and conditions of their contracts. DCMA monitors contractor performance through data tracking and analysis, on-site surveillance, and tailored support to the program managers.



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Acquisition Planning Support Services

(Pre-award Services)

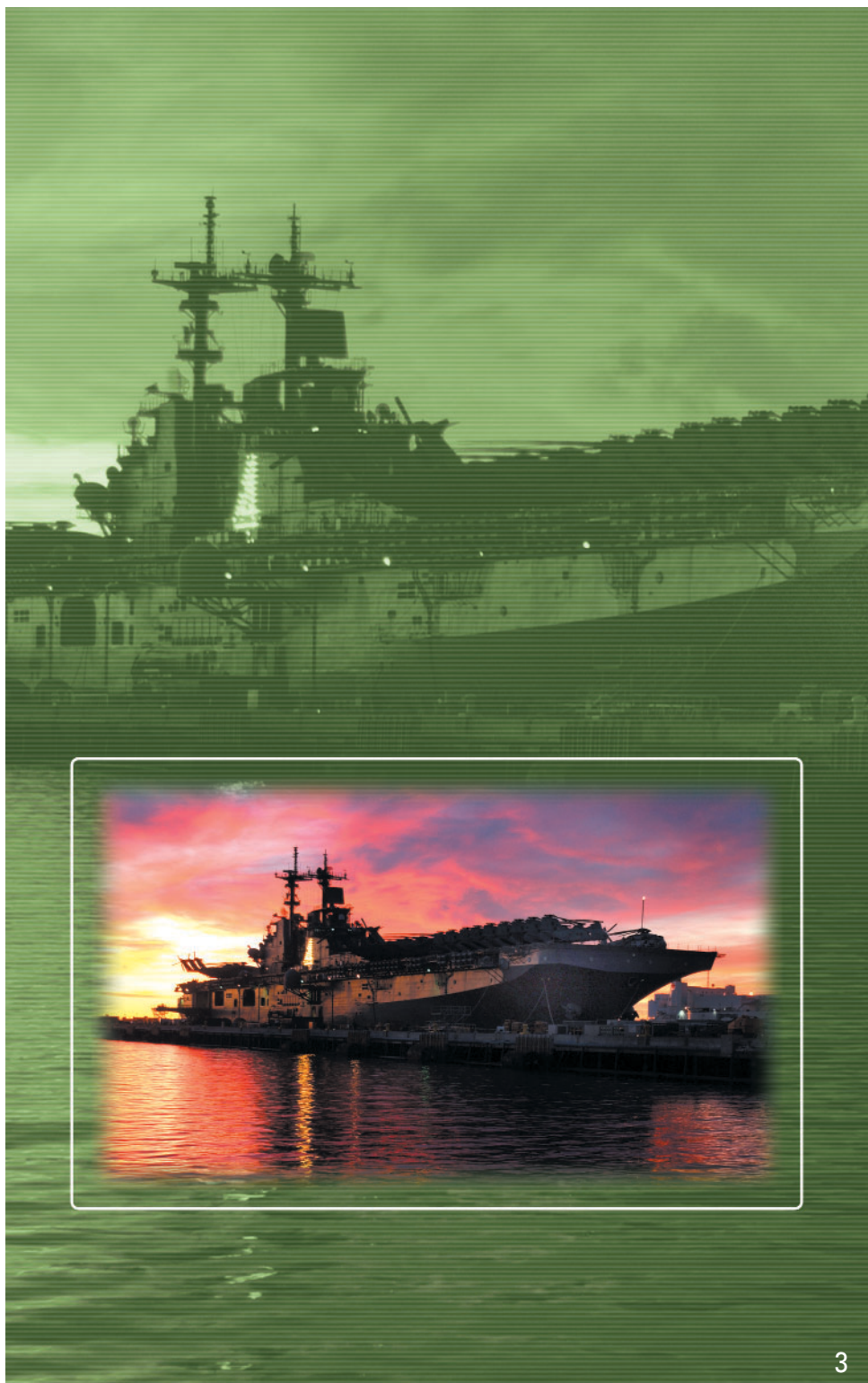
At the request of our customers, who represent Program Management Offices, Procurement Offices, and other acquisition-related activities of the Military Services, selected federal agencies and foreign governments, DCMA:

1. Helps develop Requests For Proposals (RFPs), other solicitation packages, and contracts.
2. Actively supports source selection actions.
3. Evaluates contract proposal and pricing data.
4. Supports contract negotiations.
5. Participates in cost review boards.
6. Leads Earned Value Management System (EVMS) validation reviews.

Contract Management

1. Reviews solicitations and makes recommendations to customers.
2. Conducts post-award orientation conferences.
3. Evaluates contractor management systems and reports to customers on potential negative impact on cost, schedule, or performance.
4. Apprises customers of program financial status.
5. Provides prime contractors consent to subcontract in support of programs.
6. Conducts contract negotiations as authorized by the contract.
7. Processes duty-free entry requests in support of contractor purchases.
8. Reviews contractor payment requests for funding availability and contract compliance.
9. Advises customer of anticipated program under/over runs.
10. Reviews contractor cost claims for allowability.
11. Issues “cure” and “show cause” notices when appropriate.
12. Initiates early contract closeout procedures whenever possible.
13. Assures novation and change-of-name agreements are properly executed and the contracts are modified as required.
14. Maintains surveillance of contractor flight operations.
15. Coordinates across DCMA to assure integrated support for programs with multiple performance locations.
16. Provides legal representation to resolve contract disputes
17. Oversees aggressive Alternative Dispute Resolution (ADR) program





Financial Services

1. Performs comprehensive on-site reviews of contractor proposals.
2. Conducts surveys of contractor business systems.
3. Reviews progress payments, vouchers, and invoices.
4. Continuously evaluates contractor pricing systems.
5. Provides field pricing assistance.
6. Negotiates and tracks forward pricing rate agreements.
7. Reviews final overhead settlement proposals.
8. Reviews termination settlement proposals.
9. Reports to customers on contract fund status.
10. Reviews subcontract proposals for adequacy.
11. Reviews contractor financial data for pre-award surveys.
12. Negotiates orders for spare and repair parts.
13. Negotiates and executes supplemental agreements for contract changes.
14. Definitizes unpriced orders.





Engineering Support Services

1. Performs surveillance of contractor engineering activities to include:
 - a. Design reviews.
 - b. Specialty engineering systems and efforts.
 - c. Test and evaluation management.
 - d. Design integration.
 - e. Configuration management.
 - f. Parts management programs.
 - g. Technical support of contract negotiations.
 - h. Contractor technical system reviews.
 - i. Value engineering.
 - j. ICC/Design to Cost.
 - k. Cost/Schedule status/recommendation of solutions.
2. Provides customer assessments of contractor performance measurement, including:
 - a. When contractually required, monthly predictive analyses on Earned Value Management System (EVMS) or Cost/Schedule Status Report (C/SSR),
 - 1) Variance analysis.
 - 2) Risk analysis.
 - 3) Trend analysis.
 - 4) Predictive analysis, including government Estimate at Completion (EAC).
 - 5) EVM system surveillance.
 - b. Supports Integrated Baseline Reviews (IBRs) as requested.
 - c. Supports and/or leads EVMS reviews for cause when required.
3. Analyzes contractor Reliability and Maintainability/Integrated Logistics Support (ILS):
 - a. Engineering Review/Change Control Boards (CCB).
 - b. Configuration Management plans and implementation.
 - c. Engineering change proposals.
 - d. Supplier logistics management systems.
 - e. Total ownership cost considerations.
 - f. Spares.
 - g. Operations maintenance.
 - h. Special test equipment.
 - i. Environmental requirements.
 - j. Safety.
4. Performs surveillance of contractor Manufacturing and Product Support activities:
 - a. Quality Assurance interface.
 - b. Man hour assessment.
 - c. Production readiness reviews.
 - d. Value engineering.
5. Oversees contractor flight operations and related safety activities.
6. Provides industrial base insight.

Property Management

1. Reviews contractor property procedures.
2. Investigates contractor reports of loss, damage or destruction.
3. Oversees contractor accountability of contract acquired assets.
4. Evaluates property records for adequacy, accuracy, and compliance with regulatory requirements.
5. Verifies reasonableness of contractor material stock levels.
6. Assures adequacy of accountable records for reworked or repaired items.
7. Assures physical security/protection is provided for items in storage.
8. Determines compliance with physical inventory requirements.
9. Verifies material consumption is authorized and quantities are reasonable.
10. Oversees contractor equipment maintenance and calibration processes.
11. Performs screening of surplus property.
12. Issues disposition instructions for excess property.



Quality Assurance and Product Acceptance

1. During Concept and Design phases of programs:
 - a. Interfaces with program office.
 - b. Aids in defining specifications and standards.
 - c. Provides technical support to engineering.
 - d. Provides maintainability, reliability, and safety expertise to customers.
 - e. Provides program-specific guidance to contract management teams.
2. During Production:
 - a. Participates on pre-award survey and post-award conference teams.
 - b. Provides physical/functional configuration audits.
 - c. Provides engineering change support.
 - d. Provides support for processing waivers/deviations.
 - e. Provides support for material reviews/corrective measures.
 - f. Provides support for vendor control/product delivery.
3. During Testing and Evaluation:
 - a. Provides support for initial product validation.
 - b. Provides product testing, includes first article testing.
 - c. Conducts compliance audits.
 - d. Validates design parameters and manufacturing processes.
 - e. Provides product testing support.
4. During Deployment and Product Support:
 - a. Advises customers on overall equipment modification and repair issues.
 - b. Assists in identifying and validating over-and-above work efforts.
 - c. Generates and distributes timely quality, material, and field discrepancy reports.
 - d. Coordinates off-site equipment validation and acceptance.
 - e. Develops and performs customer/program unique support requirements.
5. Risk Assessment and Management Program:
 - a. Adjusts intensity of contractor oversight according to risk of adverse impacts to program cost, schedule, or performance.
 - 1) Contract requirements.
 - 2) History of supplier's performance on government contracts.
 - 3) Technical complexity.
 - b. Designs proactive, risk handling options.
 - c. Performs continuous risk monitoring activity and adjusts plans accordingly.
 - d. Documents risk management results and reports to customers and contractors.

6. Surveillance of Processes:
 - a. Conducts audits of:
 - 1) Product assurance.
 - 2) Manufacturing processes.
 - 3) Product Testing.
 - b. Maintains surveillance records.
 - c. Provides documented predictive analysis to customers.
 - d. Maintains flexible, responsive, and predictive process audit techniques.
 - e. Requests corrective actions and continuous improvements opportunities when contractor processes are judged unsatisfactory.
 - f. Active fraud awareness/remedies program designed to maximize recoveries to program office.
7. Product Acceptance:
 - a. Performs inspections to ensure contractor/services comply with the contract.
 - b. Authorizes/accepts shipments when the contractor/services conform to contract requirements.



Software Acquisition Management

1. Evaluates contractor software development processes, plans, and procedures.
2. Audits software engineering and development activities.
3. Verifies contractual and quality compliance of development processes and activities.
4. Assesses contractor compliance with technical requirements.
5. Performs software capability evaluations.



Small Business

1. Conducts contractor procurement system reviews.
2. Participates in customer source selection activities.
3. Reports on prime contractor performance.
4. Reviews prime contractors' subcontracting plans.
5. Conducts trend analysis of prime contractor procurement activities.
6. Provides customers past performance information.
7. Reviews prime contractors' Mentor-Protégé Agreements commitments.
8. Reviews prime contractors' Cooperative Agreements commitments.
9. Negotiates and manages comprehensive plans under the DoD test program.



Specialized Safety

1. Conducts safety surveillance based on levels of risk.
2. Provides technical advice, assistance, and consultation.
3. Clarifies contractual safety requirements for contractor.
4. Initiates and follows up on contractor corrective actions.
5. Reviews requests for explosive site construction plans and for safety requirement waivers.
6. Participates in pre-award surveys and post-award orientation conferences.
7. Reviews specifications/contracts relative to safety requirements.
8. Provides specialized safety training, as required.
9. Reports mishaps to customers.
10. Oversees contractor investigations for contractor compliance.
11. Conducts safety-related investigations as requested by the contractor.

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Defense Contract Management Agency

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